



# Certified Bankruptcy Assistant Program

Seminar and Examination for Judicial Assistants, Paralegals, and Legal Secretaries  
Tuesday & Wednesday, October 16-17, 2018  
Crowne Plaza Conference Center  
123 West Louisiana Street, Indianapolis, IN 46225

## Registration

Complete CBA Application [HERE](#)

Upon approval of CBA Application you will receive a link via email to complete your online registration.

Please visit [www.ABJA.org](http://www.ABJA.org) for more information on the CBA program and eligibility, or contact Debbie Reese at (912) 650-4121 [debbie\\_reese@gas.uscourts.gov](mailto:debbie_reese@gas.uscourts.gov)

The program fee (\$275) includes breakfast on Tuesday and Wednesday, lunch on Wednesday, all Program materials, study guide, and sample exam. The CBA examination fee and certificate of completion are \$149. We are offering a CBA Package, which includes all of the above plus the ABJA Opening Reception (\$50), and our two-day Professional Skills Seminar on October 19 & 20 (\$350) for only \$650 - a savings of \$174!

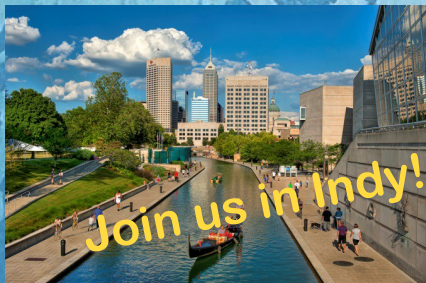
**Register by September 24, 2018**

## Hotel Accommodations

Book your hotel room before September 24th to ensure you get the special ABJA Group rate of \$119 per night. Prices will be honored three days pre/post, based on availability.

Make your reservation online at:

[Crowne Plaza Indianapolis](#)  
Or call 1-888-233-9527



[www.abja.org](http://www.abja.org)

## Sponsored by the Association of Bankruptcy Judicial Assistants

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization. Since 1989, our primary objective has been the development of educational programs for our members. Those members include Judicial Assistants holding appointments by United States Bankruptcy Judges and Certified Bankruptcy Assistants ("CBAs") who are eligible as associate members.

Bankruptcy law is ever changing. Work in this field is becoming increasingly sophisticated and technical, which requires a high degree of knowledge and expertise. Our Continuing Legal Education Committee recognized the necessity for professional development and created the CBA Program to promote and maintain these professional standards.

The CBA Program offers judicial assistants, paralegals, legal secretaries, and legal assistants the opportunity to become certified as an assistant in this highly specialized area of law. Annually, we offer a two-day program that is taught by Federal Bankruptcy Judges, attorneys specializing in bankruptcy, university faculty, and other professionals.

## CBA Program Agenda

### Monday, October 15

4:00—5:00 p.m.

Early Registration

### Tuesday, October 16

8:00—8:45 a.m.

Registration & Breakfast

8:50—9:00 a.m.

Welcome

9:00—10:30 a.m.

**Grammar Usage and Writing**

*Kevin Dempsey, Clerk of Court, Indianapolis, IN*

10:30—10:45 a.m.

Break

10:45—12:00 p.m.

**Grammar Usage and Writing (continued)**

12:00—1:15 p.m.

Lunch (on your own)

1:15—3:00 p.m.

**Legal Research**

*James Guilfoyle, Esq.*

3:00—3:15 p.m.

Break

3:15—5:00 p.m.

**EXAM** (Grammar Usage and Writing)

### Wednesday, October 17

8:00—9:00 a.m.

Breakfast & Housekeeping Matters

9:00—11:00 a.m.

**Ethics**

*Hon. Douglas D. Dodd, Baton Rouge, LA*

11:00—12:00 p.m.

Lunch (provided)

12:00—2:00 p.m.

**U.S. Bankruptcy Code and Rules**

*Hon. Caryl Delano, Tampa, FL*

2:00—2:15 p.m.

Break

2:15—3:30 p.m.

**U.S. Bankruptcy Code and Rules (continued)**

3:30—5:00 p.m.

**EXAM** (Ethics/Code and Rules)

Speakers and topics are subject to change based on availability of speaker